



DRMO MOLESWORTH

TURN-IN PROCEDURES HANDBOOK

SECTION 1

POINTS OF CONTACT

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SECTION 2

General Information

1. Turn-In Schedule

- a. Operating hours for DRMO Molesworth – 0800-1500 Monday thru Friday.
- b. All turn-ins are by appointment only. DRMO Molesworth will maintain a liaison with generating activities to avoid unmanageable fluctuations and to ensure maximum utilization of personnel, equipment, and unavailability of disposal support.

NOTE: The DRMO is closed for all turn-ins on British Ministry of Defense (MOD) official holidays.

2. Acceptance of Property: The DRMO is responsible for disposal of all DoD generated excess, surplus and foreign excess, and other personal property authorized for turn-in (including nonsalable property) except as indicated below:

- a. The DRMO will not accept (either physically or on its account) the following categories of property nor will any utilization or sales services be afforded:
 - (1) Unsalable material, that is, material for which sale or other disposal is prohibited by U.S. law or military regulations. This category includes, but is not limited to, classified material, radioactive waste, thermal batteries, DoD inspection stamps and devices.
 - (2) Refuse and trash, that is, Post consumer waste material such as litter and rubbish collected by the installation engineer. The collection of refuse and trash is the responsibility of the installation engineers, however, some refuse and trash, when properly segregated, may possess utilization/sales potential. The DRMO will assist the host installation by advising the Commander or his designee of any known possibility to accomplish disposition through established DRMO channels. Appropriate segregation will be accomplished by personnel of the host installation, not the DRMO.
 - (3) Materials assigned to DoD components for disposal as outlined in Defense Environmental Quality Program Plan Memo (DEQPPH 80-5).
- b. The following types of property may not be physically accepted by any DRMO unless specifically authorized by DRMSI.
 - (1) Live animals.
 - (2) Explosives and ammunition.
 - (3) Incendiary, poisonous and irritant products.
 - (4) Drugs, biological and controlled substances.
 - (5) Nitrate base film.
 - (6) Psychodiagnostic test sets.

3. Nonsalable Material (other than refuse and waste) that is, material which has no reutilization or sales value or potential as determined by the DRMO, but is not otherwise restricted from disposal by U.S. law or military regulations. The DRMO is responsible for accepting and processing this type of property. The DRMO will insure that ultimate disposition is accomplished by the most economical, and practical method possible.

SECTION 3

TURN-IN OF U.S. GOVERNMENT PROPERTY

Documentation: All property turned in to the DRMO must be accompanied by a properly completed DD Form 1348-1A. The DRMO requires four copies for processing. Five copies will be required, if the generator requires "proof of delivery" copy. The DRMO will return one copy of the DD Form 1348-1A after processing.

DD FORM 1348-1A – USABLE

The following information is the minimum required for processing of turn-ins. The form must be legible, preferable typed (sample of DD Form 1348-1A, enclosure 2):

1. National Stock Number: Block 25, NSN assigned to the item. If the item(s) are not assigned an NSN, assign the correct Federal Supply Classification (FSC), followed by '00' and noun name of the item, not to exceed seven alpha or numeric characters. The DD 1348-1A must contain a statement of : "All avenues of research have been exhausted to include Fedlog and supply system's". As well as this, the end usage of the item must also be shown.
2. Unit of Issue: cc 23-24 (i.e. EA, SE, CN, BX, etc).
3. Quantity: cc 25-29, must be five digits (i.e. 00001).
4. Document Number: Block 24. This number consists of DoD Activity Address Code (DoDAAC), followed by the julian date and a serial number (i.e., FB558791340001). To prevent duplication of numbers, the document number must be issued by the activity that has overall control of the DoDAAC.
5. Disposal Authority Code: cc 64 (M, N or R, see enclosure 3).
6. Demilitarization Code: cc 65 (see enclosure 4).
7. Supply Condition Code: cc 71 (see enclosure 5).
8. Unit Price: cc 74--80 (seven digits, i.e. 00100.00). NOTE: If the unit price is unknown, use an estimated acquisition cost.
9. Shipped From: Block 2. Your activity DoDAAC (i.e. FB5587).
10. Shipped to: Block 3. SG4010 (DRMO Molesworth)
11. Mark For: Block 27. If hazardous or dangerous material, put HM/HW.
12. Project: Block 27. Category or property (i.e. Lost, abandoned, non-appropriated Funds, AAFES, etc).
13. Total Price: Block 1. Unit price multiplied by quantity.
14. Item Nomenclature: Block 17. Name of the item (i.e. typewriter).
15. Received by: Block 22. Signed by DRMO Receiver.
16. Packed by and Date: Under block 22. Date received at the DRMO.

17. Remarks: Block 27. Use this space for statement or certifications that may be required based on the property being turned-in. (i.e. Environmental statement for items that contains refrigerants, or statement for explosives).

Conversion Table for DD Form 1348-1A/DD Form 1348-1

DD Form 1348-1A Issue Release Receipt Document (IRRD)	DD Form 1348-1 DoD Single Line Item Release/Receipt Document
--	--

Rp/Block	Nomenclature/Codes	Rp/Block	Nomenclature/Codes
Rp 01-03	DIC	Same	DIC
Block 25	National Stock Number	Rp 08-22	NSN
Rp 23-24	Unit of Issue	Same	Unit of Issue
Rp 25-29	Quantity	Same	Quantity
Block 24	Document Number	Rp 30-44	Document Number
Rp 63	ADPE Identification	Same	ADPE Identification
Rp 64	Disposal Authority	Same	Disposal Authority
Rp 65	DEMIL Code	Same	DEMIL Code
Rp 71	Supply Condition	Same	Supply Condition
Rp 74-80	Unit Price	Same	Unit Price
Block 2	Shipped From	Block A	Shipped From
Block 3	Ship to	Block B	Ship to
Block 27	HM or HW	Block C	HM or HW
Block 27	Additional Data	Block D	Special Handling
Block 1	Total Price	Block E	Total Price
Block 17	Item Nomenclature	Block X	Item Nomenclature
Block 27	Additional Data	Block AA	Non Appropriated Funds (NAF)

SECTION 4

PROPERTY REQUIRING SPECIAL PROCESSING

1. Some property must be disposed of IAW special procedures. DoD 4160.21-M, Chapter VI and DRMS-M 6050.1 list and explains these procedures/requirements and provides detailed information for them. For ready reference, a number of the more frequent types/categories of this property that surface for turn-in have been selected and these are noted below with appropriate guidance:

- a. AE (Automation Equipment)

- (1) Non-sensitive IT no longer requires special processing; DRMOs may process as normal receipts. Non-sensitive IT property is that not requiring special processing, i.e. classified, demil required or Tempest. Since most IT has been pre-screened by DISA, DRMOs may pursue expedited processing IAW normal procedures.

DISA acknowledgement letters are no longer required, nor are DRMOs required to furnish DISA copies of RTD documentation (e.g., DD Form 1348-1A, SF 122/123). DRMOs will not refuse turn-ins not accompanied by a DISA acknowledgement letter.

If DISA acknowledgement letter is received by the DRMO it will be filed with the official receipt copy of the DTID retained by the DRMO.

- (2) Computer Software (CS). No copyrighted or patented software will be turned in to the DRMO. Software not reutilized or authorized for screening through DISA will either be destroyed or returned to the vendor by the generating activity. **Under no circumstances will copyrighted computer software be offered for sale to the general public. Software that does not contain any data may be turned in to the DRMO.**

- b. Cartridge Cases Fired: Fired cartridge cases will not be accepted for disposal without receipt of the signed certificates (Inert Certificate) .
- c. Classified Material: Classified material will not be accepted by DRMO's nor will any utilization or sales be afforded. Classified material will be handled in accordance with the appropriate Military Department's security manual for classified material.
- d. Compressed Gas Cylinders: Generating activities will turn-in compressed gas cylinders in accordance with DLAR 4145.25/AR 700-68/NAVSUPINST 440.12288/ MC010330.28/ AFR 67-12. For further information contact Environmental Office on DSN 268-2639/2634 or commercial 01480-842639/842634.
- e. Containers:
 - (1) Ammo containers must have lids removed and inert certificates to include ammo pouches, etc, regardless of condition code, contact the Demil Coordinator for list if required. Also person signing inert certificate must be a certified Munitions Inspector.
 - (2) Empty containers and/or cabinets may be turned in by generating activities providing they did not contain any hazardous material or they have been triple rinsed with an appropriate solvent, or have had their liners removed, if applicable.

- (3) Containers that contain garbage, rubbish, or other trash, must be removed by the generating activity prior to turn-in or they will be rejected.
- (4) A container is considered "empty" if it contains no more than 2.5 centimeters (one inch) of liquid residue. (All containers previously containing liquids should be coordinated through Environmental Office for compliance with current regulations..

f. Demilitarization:

(1) Determination:

- (a) Supply Systems Items. Each activity generating disposable supply items will enter the appropriate demilitarization code in cc 65 on DD Form 1348-1A. Enclosure 4, this booklet, lists and defines the demilitarization codes. The following types of property will not be accepted by the DRMO except as otherwise specified herein:
 - 1. Demilitarization code "X" is not an acceptable code for disposal processing purposes. If DTID is a computer generated document, the demil code should be verified/changed by the owning unit prior to turn-in.
 - 2. Whenever demilitarization coded "F" is assigned to the DTID, demilitarization must be accomplished before the DRMO accepts accountability unless the generating activity includes written and explicit demilitarization instructions with the DTID (exception to the rule is gas masks).
 - 3. Property assigned demilitarization code "G" will not be accepted physically until demil has been accomplished and certified.
- (b) Other than Supply System Items. When it is not possible for the generating activity to assign the demilitarization code, the generating activity is required to enter the following clear-text statement on the DTID: "All avenues of research have been exhausted to include Fedlog and supply systems". Also full end item usage must be stated, not just nomenclature. This also applies to local stock number items.

(2) Residue:

- (a) Normally, demilitarization residue should be primarily identified as so many pounds of the appropriate basic material on the DTID. (For example: heavy iron/steel, light iron/steel, aluminum, brass, etc). Demilitarization residue must be accompanied by the demilitarization certificate.
 - (b) Unclassified inert residue components and accessories of ammunition (to include ammo pouches, etc), explosives, or incendiary munitions (including ammunition boxes, links or clips) may be turned in for disposal only if the generating activity includes the inert certificate with or on the DTID. (Such material may require further demilitarization after the DRMO accepts, i.e. fired brass).
- g. Hazardous Materials/Hazardous Waste. Liaison must be maintained between the generating activities and the DRMO to insure proper disposition of hazardous excess materials in a smooth and efficient manner. It is reiterated, contact the DRMO Environmental Office on DSN268-2634/2639 or commercial 01480-842634/842639, when excess hazardous material is ready for turn-in.
- h. Lost, Abandoned Privately Owned Property. At present, there are two basic methods

used to turn-in property which is privately owned personal property that was lost, abandoned or unclaimed by the owners.

- (1) First, if the owner, the owner's heirs or next-of-kin execute a release document, the Government assumes ownership and the property is treated like normal excess property.
 - (a) If the property is scrap, your DRMO may commingle it with like property.
 - (b) If the property has no sales or utilization potential, abandon or destroy, as appropriate.
 - (2) The second method of turn-in is as a result of a finding by a Board of Officers. Under this method, property retains its ownership identity; however, this does not preclude selling it as scrap if that is its true condition.
- i. Industrial Plant Equipment (IPE) DoD Excess. DIPEC will forward disposition instructions to the submitting/holding activity including the document number previously assigned to the excess item. The disposition will direct the submitting/holding activity to transfer accountability for the excess property to the DRMO and to furnish the DRMO two copies of DD Form 1342 and the DIPEC disposition instructions along with the DTID. DIPEC will report appropriate IPE to GSA for screening upon notification from DRMS or DRMO receipt of equipment.
 - j. Magnetic Tape. (See paragraph 2e, of this section).
 - k. Multi-Packs/Triwalls. In many cases low dollar value items are turned-in in various types of containers, for example, tri-walls, crates, etc. When this is the case, generating activities will utilize separate containers for new and used items and insure that extraneous/non-related material is excluded. And very important, the generating activities must further insure that a DTID is firmly attached to each of the items inside the containers.
 - l. Non-appropriated Fund and Surcharge Property. Property which has been procured with the nonappropriated funds by activities such as MWRAs may be turned in to the DRMO, accompanied by a properly completed turn-in document (DD Form 1348-1A). The document will contain certification that the property listed therein was procured with NAF funds and will cite the applicable funds account number for identification and reimbursement purposes. If the turn-in document (DTID) does not contain the certification, it will be processed as normal Service/Agency excess. The documentation will also contain the Unit Acquisition Cost, (Standard Price) that is recorded in the financial and accounting records of the NAF. This value will be used by the DRMO for inventory reporting and marketing purposes. This property may be made available for transfer with reimbursement. If NAF property cannot be sold as an item, it will be downgraded to scrap and sold without reimbursement, after notification to the turn-in activity that such action is to be taken and their concurrence has been received. If not, it must be picked up by the unit that turned in the property. Surcharge property from commissaries may also be turned into the DRMO and the turn-in document will specify in bold letters "**SURCHARGE PROPERTY**" in lieu of the certificate specified in subparagraph above. If the turn-in document (DTID) does not contain the certification, it will be processed as normal Service Agency excess. Surcharge property consists of commissary operating equipment. The DRMO will process surcharge property in the same manner as NAF property and sales proceeds will be deposited IAW disposal regulations.
 - m. Paper Products, Scrap. Scrap textbooks and other scrap paper products should be

boxed prior to turn-in to the DRMO. Different scrap paper classifications are furnished in enclosure 6, for use on DTIDs.

- n. Radioactive Material. The DRMO will not accept physical accountability of any radiation emitting items regardless of the level of activity. We will accept and provide reutilization, transfer, donation and sales processing. If disposition of the item by these methods is unsuccessful, disposal must be accomplished by the activity which turned in the property. This will require the DRMO to issue the property back to the generator by means of a DD Form 1348-1A which is prepared by the activity.
- o. Safes and Related Equipment. Safes, filing cabinets, or similar equipment utilizing a locking device will not be turned in to disposal unless the equipment is empty and unlocked. Once the equipment is empty, the locking device will be reset to the combination 50-25-50 and appropriately tagged or marked by the generating activity prior to turn-in to the DRMO. All documentation relating to the safe must be turned in with the safe. If it is determined that the safe contains asbestos, it will be turned in as hazardous material/waste.
- p. Silver Recovered from Used Hypo Solution. For disposition instructions on Hypo Solution Cartridges, contact DRMO Environmental Office.
- q. Small Arms: Please contact out Demil Coordinator.
- r. Textiles. Textile items will be segregated in accordance with Waste and Scrap Classification in the Scrap Yard Handbook. Nonrepairable items made of cotton, such as sheets, pillow cases, mattress covers, as well as other textiles suitable for use as wiping rags will be accounted for as scrap on DRMO accountable records and will be issued as scrap to the installation supply officer for use locally. Generating activities will not turn in bedding or personal clothing fouled with excreta, blood, vomit or sickroom contaminants without prior laundering or dry cleaning. Textiles from medical treatment facilities will be laundered before turn-in to DRMOs.
- s. Trophies and Relics. Trophies and relics suitable for museum purposes, including ships bells and nameplates and captured enemy equipment, will be reported to the applicable Military Service Museum or Navy Curator, and disposed of in accordance with instruction received there on.
- t. Typewriters. Generating activities will furnish the following information, if available, on the turn-in documentation; make, model, type (standard, silent, noiseless, portable, manual or electric), carriage width, type face and serial number.
- u. Vehicles. The following information will be provided on property in FSGs 17, 23, 24, 28, 29, 38, 39 and 42 which have a commercial application upon turn-in.
 - (1) List and cost of any major components missing. (Examples: reclaimed engine, transmission, differential, wheels, axles, or doors, etc).
 - (2) Onetime cost of repairs (parts and labor).
 - (3) The vehicle maintenance record (LTI, DA 2402, T1 Sheet).
 - (4) As a rule of thumb no more than two (2) gallons of fuel should be left in the fuel tank, and tires should have air in them.

THE GENERATING ACTIVITY WILL INSPECT ALL VEHICLES TO INSURE THAT NO RUBBISH OR MATERIALS ARE LEFT WITHIN THE VEHICLE BEING TURNED IN.

2. **Certificates/Statements/Forms:** There are numerous instances where certificates, statements or other service forms are required as a part of the DTID upon turn-in to the DRMO. To provide visibility and ready reference, those that are most frequently used have been assembled for application, when required. These are furnished below however, they should not be considered all inclusive.

a. **Cartridge Cases, Fired.** Fired cartridge cases will not be accepted for disposal without receipt of signed certificate from the generating unit that the material has been inspected and does not contain any live rounds, or other dangerous material. Specifically, "I certify that the material has been inspected and that it does not contain any live rounds, unfired primers, explosive or other dangerous material".

b. **Dangerous Property.** Care will be exercised in the disposal of property that is dangerous to public health and safety. All such property which has sales value only for its basic material content will be rendered innocuous before being turned-in to the DRMO. The generating activity will assure that this property is properly inspected and not commingled with any other property. The person conducting this inspection will submit a certificate as part of the DTID as follows:

"I certify that the property listed herein has been inspected by me, and to the best of my knowledge and belief, contains no items of dangerous material".

c. **Demilitarization.** Some property must be demilled by generating activity prior to turn-in to the DRMO. In such instances, the following certificate must be attached to the applicable DTID or cited on the DTID:

"I certify that the (identify the items) were demilitarized IAW (cite specific instructions that were complied with in DoD 4160.21-M-1) and other applicable regulations".

d. **Inert Material.** All material generated from the demilitarization of AEDA will be rendered inert before being turned in to a DRMO. To prevent dangerous material from being turned in to a DRMO, all inert ammunition items including containers and items such as ammunition pouches and inert material generated from demilitarization AEDA will be inspected by a technically qualified individual who will submit a certificate as a part of the DTID.

All munitions inspectors must be listed/registered with the DRMO.

e. **Magnetic Tape.** At the time of turn-in, ADPT (Automatic Data Processing Tape) must be accompanied by a certificate signed by the security officer certifying:

"The tape is unclassified or, has been declassified pursuant to the procedures contained in Section VII, DoD 5200.28-N, ADP Security Manual, January 1973; and that the anonymity has been maintained by disposing of any record indicating the previous classification level".

f. **Nonappropriated Fund Property.** Where applicable, the generating activity should furnish the following signed certificate and related instructions on the DTID covering subject turn-ins:

"I certify that the property was procured from nonappropriated funds. Proceeds received will be payable to (insert payee on check and account number and mail to (organization, address, etc)". (The fair-market value of the property for sales purposes is also required on the DTID).

- g. Nuclear Weapons Material. Generating activities will state on nuclear ordnance item(s) turn-in documents that:

“The items being transferred for disposal action meet established demilitarization and declassification criteria”.

- h. Toxic Material. Property generated from toxic munitions will be turned over to the DRMO by a qualified person who will make and sign the following certification:

“I certify that the property listed hereon has been inspected by me, and to the best of my knowledge and belief, contains no items of a dangerous nature”.

- 3. DRMO Assistance: This DRMO is prepared to advise you of turn-in procedures for excess property, assist you in preparing DTID's correctly, and to train your personnel in the scrap metal segregation required for turn-in.

SECTION 5

TURN-IN OF SCRAP PROPERTY

1. All property turned in must be accompanied by a properly prepared DD Form 1348-1A. If you are using DD Form 1348-1A use the following guidelines (see enclosure 7 for sample):
 - a. Block 25: Leave blank (Filled in by DRMO).
 - b. Cc 23-24: LB.
 - c. Cc 25-29: Leave blank (Filled in by DRMO).
 - d. Block 24: Your DoDAAC.
 - e. Block 24: Julian date.
 - f. Block 24: Serial number.
 - g. Cc 65: DEMIL code.
 - h. Block 2: Your activity DoDAAC
Unit's address
 - i. Block 3: SG4010, DRMO Molesworth
 - j. Block 17: Scrap, (i.e. light metal, heavy metal, brass, aluminum, etc)
 - k. Block 4: Shipper use, point of contact, phone number
2. It is the responsibility of the turn-in activity to segregate scrap by material content prior to turn-in to the DRMO. A separate document is required for each type of scrap waste. A list of scrap codes currently being used by DRMO Molesworth is contained in enclosure 6. Scrap that is generated at the owning unit location should be classified and sorted in to the basic scrap code commodities listed to ensure an acceptable turn-in and less time spent at the DRMO in off-loading. A vehicle used as the base "garbage dump" i.e. with all commodities thrown in regardless of type, and with obvious disregard for segregation at the source, will be rejected and returned to the using unit for basic scrap segregation. The DRMO will, upon request, assist the generating activities in preliminary segregation of scrap.

ENCLOSURE 1



DRMO
Bldg 51, Cockbrook Lane
RAF Molesworth
Huntingdon
Cambs. PE17 5LU

Sample of DD Form 1348-1A (Usable)

27. ADDITIONAL DATA		26. RIC (4-6) UI (23-24) QTY (25-29) CON CODE (71) DIST (55-56) UP (74-80)		25. NATIONAL STOCK NO. & ADD (8-22)		24. DOCUMENT NUMBER & SUFFIX (30-44)		A5J FT00003 SG4010 A NA A	
4720001892777		FB558792910001							
1. TOTAL PRICE		2. SHIP FROM		3. SHIP TO		4. MARK FOR		5. DOC DATE	
1.23456789		FB5587		SG4010				6. NMFC	
UNIT PRICE		DOLLARS		CTS		7. FRT RATE		8. TYPE CARGO	
482		1446						9. PS	
DOLLARS CTS								10. QTY. REC'D	
								11. UP	
								12. UNIT WEIGHT	
								13. UNIT CUBE	
								14. UFC	
								15. SL	
								16. FREIGHT CLASSIFICATION NOMENCLATURE	
								17. ITEM NOMENCLATURE	
								HOSE, RUBBER	
								18. TV CONT	
								19. NO CONT	
								20. TOTAL WEIGHT	
								21. TOTAL CUBE	
								22. RECEIVED BY	
								23. DATE RECEIVED	

ENCLOSURE 3

DISPOSAL AUTHORITY CODE

NUMBER OF CHARACTERS: One
TYPE OF CODE: Alpha
SOURCE: DoD 4140.17-M, MILSTRIP

Explanation: Entered on disposal related documentation to indicate that the item(s) being transferred to a Defense Reutilization and Marketing Office (DRMO) are authorized to be transferred to disposal because of instructions of the UMM/ICP relayed through the Material Returns Program or other proper authority.

CARD COLUMN: 64

<u>CODE</u>	<u>EXPLANATION</u>
M	Items on this transaction are IMM/ICP stocks and are being transferred to disposal by authority of the responsible inventory manager.
N	Items on this transaction are not reportable by virtue of an exclusion to the Material Returns Program (MRP) of MILSTRIP or other specific criteria such as extended dollar value or condition limitations on excess reporting and are duly authorized to be transferred to disposal.
R	Items on this transaction have been reported to the IMM/ICP in accordance with MILSTRIP MRP procedures and have been directed to codes SF, SL, TC, or TK was provided by the IMM/ICP on DI code FTR.

ENCLOSURE 4

DEMILITARIZATION CODES

Definition: An alpha code assigned to an item by the responsible Item Manager to identify whether the item is a MUNITIONS LIST ITEM (MLI); if a MLI, whether demilitarization is required; and if demilitarization is required, the extent of and where the demilitarization is required.

<u>DEMIL CODE</u>	<u>EXPLANATION</u>
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A	Non MLI/Non SLI – Demilitarization not required.
B	MLI (Non-SME) – Demilitarization not required. Trade Security Controls (TSCs) required at disposition.
C	MLI (SME) – Remove and/or demilitarize installed key point(s), as prescribed in DoD 4160.21-M-1, or lethal parts, components and accessories.
D	MLI (SME) – Total destruction of item and components so as to preclude restoration or repair to a usable condition by melting, cutting, tearing, scratching, crushing, breaking, punching, neutralizing, etc. (As an alternate, burial or deep water dumping may be used when coordinated with by the DoD Demilitarization Program Office).
E	MLI (Non-SME) – Additional critical items/material determined to require demilitarization, either key point or total destruction. Demilitarization instructions to be furnished by the DoD Demilitarization Program Office.
F	MLI (SME) – Demilitarization instructions to be furnished by Item/Technical Manager.
G	MLI (SME) – Demilitarization required – AEDA. Demilitarization, and if required, declassification and/or removal of sensitive markings of information, will be accomplished prior to physical transfer to a DRMO. This code will be used for all AEDA items, including those which also required declassification and/or removal of sensitive markings or information.
P	MLI (SME) – Security Classified Item – Declassification and any additional demilitarization and removal of any sensitive markings or information will be accomplished prior to accountability or physical transfer to a DRMO. This code will not be assigned to AEDA items.
Q	SLI – Strategic List Item – Demilitarization not required. SLI are non-MLI and are controlled by the U.S. Department of Commerce through the Export Administration Regulations (EAR) and indicated on the Commerce Control List (CCL). Each CCL entry is preceded by a four-digit Export Control Classification Number (ECCN) and those ECCNs ending in the letter “A” or “B” are defined as Strategic List Items. These items are subject to Import Certification and Delivery Verification (IC/DV) control and other Trade Security Controls.
X	Indicates demilitarization requirements or MLI applicability not determined by the Inventory Control Point (ICP); local determination necessary prior to disposal action.

ENCLOSURE 5

FEDERAL CONDITION CODES

Definition: The specific value that denotes the condition of excess property received at a disposal activity.

<u>CODE</u>	<u>DESCRIPTION</u>	
A1	Serviceable – excellent	(w/o qualifications)
A4	Serviceable – usable	(w/qualifications)
B1	Serviceable – unused, good	(w/qualifications)
B4	Serviceable – usable	(w/qualifications)
C1	Serviceable – unused, good	(priority issue)
C4	Serviceable – usable	(priority issue)
D1	Serviceable – unused, good	(test/modification)
D4	Serviceable – usable	(test/modification)
D7	Serviceable – repairable	(test/modification)
E7	Unserviceable – repairable	(limited restoration)
F7	Unserviceable – repairable	(repairable)
FS	Unserviceable – scrap	(repairable)
FX	Unserviceable – salvage	(repairable)
G7	Unserviceable – repairable	(incomplete)
GS	Unserviceable – scrap	(incomplete)
GX	Unserviceable – salvage	(incomplete)
H7	Unserviceable – repairable	(condemned)
HS	Unserviceable – scrap	(condemned)
HX	Unserviceable – salvage	(condemned)

ENCLOSURE 6

SCRAP CLASSIFICATION CODES

It is the intention of the United States Government to obtain the highest possible sale returns which can be derivable through scrap property accumulations.

The Defense Utilization and Disposal Manual DOD 4160.21-M required proper segregation's of scrap PRIOR to turn-in. A DD Form 1348-1A turn-in document will accompany the scrap material being turned-in. Only one scrap commodity group classification (SCL) will be turned-in on each DD Form 1348-1A turn-in document (DTID).

Minimum segregation as to type of scrap is reflected on the following DRMO Scrap Listing.

<u>SCL</u>	<u>NOUN</u>
A01	IBM Cards
A04	Books and magazines
A05	Maps; or mixed paper (computer listings)
A06	Cardboard
A08	Computer paper
C02	Canvas
C04	Webbing
C07	Nylon rags; to include Scrap Parachute Canopies
C08	Wool rags
C09	Cotton rags
C1A	Textiles scrap
C1G	Rubberized clothing and equipage scrap
D06	Magnesium
D09	Zinc
D1C	Clean aluminum
D1D	Aluminum irony
D2D	Radiators, copper base scrap
D2E	Fired brass
D4A	Clean copper
D4B	Copper cable, lead covered

SCLNOUN

D4C	Insulated copper wire and cable
D4D	Unclean copper
D4F	Contaminated brass
D4J	Electric motor scrap
D4R	Electric scrap/non precious metal
D5A	Batteries (Lead acid type)
D5G	Sealed (acid filled) batteries
E1I	Unprepared ferrous, heavy, scrap. Normally over 1/8 inch
E1K	Unprepared ferrous, light, scrap. Under 1/8 inch
E1L	Contaminated and mixed ferrous scrap; i.e., enamelware items, inferior grade of ferrous prohibitive to other classifications
E1M	Miscellaneous ferrous scrap; i.e., Inert ordnance items
E1P	Unstripped ferrous engine blocks
E1R	Cast iron, mixed
E1S	Scrap ferrous metal tools
G01	Aircraft tires
G05	Miscellaneous rubber scrap
H07	Leather scrap
H08	Plastic/fiber glass
D4R	Electric scrap/non precious metal
S00	Stainless high grade
T01	Hi-temp alloys (usually aircraft components)
P04	Film/photo paper
P05	Film ash
P06	Silver recovery cartridge
P81	Platinum bearing spark plugs (usually from aircraft)
P83	Platinum bearing thermocouples
P84	Desalter kits

SCLNOUN

P85	Gold buttons – washed buttons
P86	Gold filled eyeglass frame
P8A	Platinum bearing scrap
P8B	Silver bearing scrap
P8C	Gold bearing scrap
P8D	Amalgam dental
P8E	Sorted electronic precious metal scrap copper based
P8F	Sorted electronic precious metal scrap other than copper based
P24	Unsegregated/unsorted electronic precious metal bearing scrap
PB1	Chloride-magnesium battery
PB2	Zinc submarine battery
PB4	Small zinc batteries and cell sections
PB5	Zinc batteries encased in epoxy-type plastic with metal cases and attachments
PB6	Silver cadmium batteries

NOTE: The unit of weight on all the above scrap codes is pounds (LB)

VGM	Gold-bearing material such as power, salts, foil, leaf and pellets; dental castings, brazing alloys, dental lingual bars or alloy gold wire
VPM	Platinum family-bearing material such as dental alloys, scraps, sweepings, jewelry, laboratory ware and wire
VSF	Metallic sulphur flake derived from electrolytic processing of hypo solution. Includes wool cells (small electrolytic units used with dental processors for reclamation of silver)
VSM	Silver-bearing material consisting of used anodes, drillings from anodes and grain silver, wire for welding or brazing, and all other silver with 90 percent or better purity. Includes <u>unused</u> silver pellets for dental amalgam.
VCS	Precious metals bearings sweepings collected by vacuum cleaners.

NOTE: Unit of weight on fine precious metal scrap codes listed above is grams (GM)

INFORMATION ITEM: Aircraft engines often contain silver-clad bearings and bushings, and silver is commonly used as brazing alloy where high temperatures are required in aircraft engines and certain structural components, such as the F-4 horizontal stabilizer panel.

ENCLOSURE 7

Sample of DD Form 1348-1A (Scrap)

DD FORM 1348-1A, JUL 91 (EG) ISSUE RELEASE/RECEIPT DOCUMENT																																																											
27. ADDITIONAL DATA			28. RIC (4-6) UI (23-24) QTY (25-29) CON CODE (71) DIST (55-56) UP (74-80)			25. NATIONAL STOCK NO. & ADD (8-22)			24. DOCUMENT NUMBER & SUFFIX (30-44)																																																		
			SCTEIL			FB558792910002																																																					
ASJ LB 1000 SG4010 A NA S																																																											
D 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100																																																											
1. TOTAL PRICE										2. SHIP FROM										3. SHIP TO																																							
FB5587										SG4010																																																	
4. MARK FOR																																																											
5. DOC DATE										6. NMFC										7. FRT RATE										8. TYPE CARGO										9. PS																			
10. QTY. RECD										11. UP										12. UNIT WEIGHT										13. UNIT CUBE										14. UFC										15. SL									
16. FREIGHT CLASSIFICATION NOMENCLATURE																																																											
17. ITEM NOMENCLATURE																																																											
18. TT CONT										19. NO CONT										20. TOTAL WEIGHT										21. TOTAL CUBE																													
22. RECEIVED BY																				23. DATE RECEIVED																																							

ENCLOSURE 8

FEDERAL STOCK CLASSES REQUIRING TURN-IN BY VALID NSN

Group 10

(Weapons)
All FSC's

Group 23

2305
2330 (If used with LSN)
2350

Group 58

5810 (If equipment is classified
5811 or designated CCI/it is the
responsibility of the
owning military service).

Group 11

(Nuclear Ordnance)
All FSC's

Group 28

2840
2845

5821

5825

5826

5840

Group 12

(Fire Control Equip)
All FSC's

Group 29

2915

5841

5845

5850

5855

Group 13

(Ammunitions and
Explosives)
All FSC's

Group 36

3690

5860

5865

5895

Group 42

4230

Group 59

5963

5985

5998

5999

Group 14

(Guided Missiles)
All FSC's

Group 44

4470

Group 15

1560

Group 49**Group 66**

6615

Group 16

1670

Group 69

6920

6930

6940

Group 17

1710

1720

Group 84

8470

8475

**NOTE: THE DRMO WILL AT NO TIME ACCEPT ACCOUNTABILITY OF STOCK GROUPS
5810 AND 5811.**

ENCLOSURE 9

Key Demil “Buzz Words” for Identification

Ablative	Inertial (Guidance/Platform)
Accelerometer	Infrared
Aiming Device	Interception
Amphibious	Klystron
Antenna	Kryton
Armor	Laser
Armor Plate	Linker/Delinker
Astro Compass	Launcher
Beacon	Magnetron
Bomb(ing)	Maser
Breech	Metal Embrittling
Carriage	Modulators Mount
Cathode Ray Tube	Night-Sight(ing)
Chaff	Oscillator
Classified	Particle Beam
Cold Cathode Tube	Periscope
Countermeasures	Projector
Crypto	R&D (Research and Development)
Cryptographic	Radar
Decoder	Range Finder
Doppler	Receiver
ECM (Electronic Countermeasures)	Release (Rack/Mechanism)
Ejector	Scope
Electro-optical	Sights
Eltromagnetic-Pulse	Sonar
Encoder	Spotting Device
Equilibrator	Spryton
EW (Electronic Warfare)	Star Tracker
Fire Control	Synchroniser
Frequency Generator	Target (Control)
Gunsighting	Telescopic
Gyro	Tempest
Height Finder	Transmitter
IFF (Identification Friend or Foe)	Travelling Wave Tube
Image Intensifier	Tracking
	Waveguide

NOTE: If your item matches both the critical stock class and the buzz word, it probably will require demilitarization. For further advise, please contact the Demil Coordinator.

ENCLOSURE 10

Abbreviations

The following abbreviations are used throughout this handbook:

ADPE	Automated Data Processing Equipment
AR	Automation Resource (formerly Automation Equipment)
AEDA	Ammunition, Explosives and other Danger Articles
BOD	Bid Opening Date
CCI	Control Cryptographic Item
CFR	Code of Federal Regulations
DISA	Defense Information System Agency
DEMIL	Demilitarize/Demilitarization
DIC	Document Identifier Code
DIPEC	Defense Industrial Plant Equipment
DoD	Department of Defense
DoDAAC	Department of Defense Activity Address Code
DRMO	Defense Reutilization and Marketing Office
DRMS	Defense Reutilization and Marketing Service
DTID	Disposal Turn-In Document
EAR	Export Administration Regulation
EPA	Environmental Protection Agency
FSC	Federal Stock Class (four digits)
FSG	Federal Stock Group (two digits)
GAO	General Accounting Office
IM	Item Manager
IMM	Integrated Material Manager
IRIS	Interrogation Requirements Information System
LSN	Local Stock Number
MILSTRIP	Military Standard Requisition and Issue Procedures
MLI	Munitions List Item
MM	Metalworking Machine (formerly Industrial Plant Equipment)
MWRA	Morale, Welfare and Recreation Activity
NSA	National Security Agency
NSN	National Stock Number
PCB	Polychlorinated Biphenyl
PMIC	Precious Metal Indicator Code
PMRP	Precious Metal Recovery Program
RIC	Routing Identifier Code
SCL	Scrap Classification List
SCO	Sales Contracting Officer

ENCLOSURE 11

Metals Identification Codes (PMIC)

These codes identify the Precious Metal content and may appear in cc 62 of the DD Form 1348-1A.

<u>CODE</u>	<u>Type Precious Metal</u>
A	Item does not contain precious metals
C	Item contains combination of two or more precious metals (silver, gold, and platinum)
G	Item contains gold
P	Item contains platinum family metals
S	Item contains silver
U	Precious metal type is unknown
V	Precious metal type varies between manufacturers

ENCLOSURE 12

TURN-IN OF PRIVATELY OWNED PERSONNEL PROPERTY (POPP)

1. POPP release by the owner to the Government:
 - a. An authorised individual may release to the U.S. Government privately owned personnel property if he executes and signs a proper document relinquishing all rights, title and interest in the property, except in the case where a lien exists.
 - b. When such action is completed the property will be turned in on a properly completed DD Form 1348-1A to which one of the release documents outlined herein is attached. The DTID will state that the property is POPP that a release document is attached. Upon turn-in of acceptable items, the property becomes and is treated as U.S. Government property.
2. POPP Lost, Abandoned or Unclaimed:
 - a. When POPP is found on or comes into custody or control of a military installation, and has apparently been lost, abandoned or left unclaimed for reason by the owner, it will be processed by the appropriate installation authorities as outlined in DoD 4160.21-M, Chap VI, Par B-60 (See attach 2)
 - b. When it becomes necessary to turn-in the property to the servicing DRMO, it will be accompanied by the following:
 - (1) DD Form 1348-1A (Annotated POPP; to include name of owner or statement "owner unknown", if applicable).
 - (2) Inventory
 - (3) Copy of Board of Findings, directing the turn-ins.
 - c. Samples of above documents are provided as Attachments.
3. Lost, abandoned, or unclaimed personal property will not be transferred, donated, except where a property executed release document has been received turning over the property to the U.S. Government. It will be sold or in the event it does not have any sales value, it will be destroyed. Proceeds derived from the sale of the Property will be promptly deposited IAW current procedures with name of owner of the Property on the form used to deposit such funds.
4. All POPP vehicles will be turned in cleared of trash, debris, extraneous property and all other items not belonging to the vehicle.

ENCLOSURE 13

**FORMAT OF RELEASE DOCUMENT FOR
UNCLAIMED PROPERTY**

(See DoD 4160.21, Chapter VIII, para B61)

Know all men by these presents that I _____ do hereby
unconditionally give to the United States Government all of my right, title and interest in and to the
following described personal property:

The above-described personal property of which I was the sole and exclusive owner is located at
_____. I hereby authorize the Government to dispose of said property in
any manner it may deem suitable and hereby release and discharge the United States
Government and its agents from any and all claims and demands whatsoever by me which could
otherwise be asserted because of the disposition of said personal property by any person.

In witness whereof I have hereunto set my hand this day of _____

(Signature of Individual)

Acknowledgement before me by

at _____ this _____ day of _____

(Notary Public)

ENCLOSURE 14

SAMPLE OF CERTIFICATE OF FINDINGS

This is to certify that diligent inquiries to ascertain or locate the owner(s) or their heirs, next of kins or legal representative of vehicle 1969 4-door, Plymouth Fury III Sedan, License Plate Number, Registration Number, Serial Number, etc located at WSMR Trailer Storage Tank has resulted in the identification of John Doe as the last known owner. These inquiries were performed with assistance of the following:

- Installation Housing Division
- Installation Post Locator
- Installation Military Police
- Vehicle Registration Department (through which license plate and/or registration were issued)
- Public Written Advertisements (Daily Bulletin or Installation Newspaper)
- Financial Companies (Federal Credit Union, Local Bank, Finance Company)

The nature of responses from the above activities indicated the conclusion that there are no known liens or warrants against this property.

All efforts to obtain a formal release document and/or reply pertaining to this abandoned vehicle have resulted negatively. Attached is a dated copy of the correspondence forwarded to John Doe at his last known address. The original was never returned.

In view of the above and having met the specified time element in accordance with Department of Defense Regulation 4160.21-M, Paragraph 56(2)(b), reported abandoned on 30 September 1999 this Board of Officers officially release the aforementioned vehicle to the Defense Reutilization and Marketing Office for disposition.

Signature of Board Members and Date:

ENCLOSURE 15

SAMPLE

SUBJECT: Inventory of Lost, Abandoned, or Unclaimed Property

TO: Chief, DRMO

The following is an inventory and determined fair market value of property determined to be lost, abandoned, or unclaimed on:

<u>Item</u>	<u>Quantity</u>	<u>Fair Market Value</u>
Volkswagen Station Wagon, Dark Blue California License # 631-COR	1	\$35.00
Huffy 10 speed bicycle, Orange, Serial # HC 2305139	1	\$15.00
Montgomery Wards, 26 inch, 10 speed Bicycle, Blue, Serial # 313250056	1	\$ 8.00
KIA, woman's 10 speed bicycle, Yellow, Serial # ASO 7452	1	\$12.00
Tricycle, Red, No name brand	1	\$ 5.00
Timex, Ladies Watch, gold colored, With leather band	1	\$ 5.00
Concord, stereo receiver, Serial # 01669 CR-100 Model	1	\$25.00
Silver colored ring with red stone	1	\$ 1.00

(Signature)
Chairman, Board of Officers

ENCLOSURE 16

SUBJECT: Assistance Procedures for the Precious Metal Recovery Program (PMRP)

TO: Generating Activities Within the United Kingdom

1. DoD Directives 4160.22, Recovery and Utilization of Precious Metals, assigns to DLA overall management responsibility to conduct the DoD PMRP. Chapter 17 of DoD 4160.21-M makes a participation in the PMRP mandatory for all DoD components. This program promotes the cost-effective recovery of precious metals from excess and surplus precious metal bearing materials, when economically feasible, and also the utilization for recovered precious metals for authorized internal purposes or as Government furnished material (GFM). The program encompasses silver, gold, platinum and the platinum family.
2. Maximum effort will be made to recover precious metals from all precious metal bearing items and/or scrap, provided the costs associated with the techniques or methodology employed do not exceed the market value of the precious metals recovered.
3. The DRMO will appoint a Precious Metal Monitor (PMM) to provide information and assistance in the receipt, processing and reporting of precious metal bearing property.
4. The DRMO will accept accountability for precious metal bearing turned in or reported except where acceptance is precluded by non-appropriate storage or security facilities. The DRMO may arrange for the generating activity or the host installation to retain or accept custody of this property until such time as appropriate disposition can be affected.
5. The following is provided as various types of items which contain precious metals:
 - a. Batteries – silver or nickel type.
 - b. Dental scrap – amalgam, bench grindings, sweepings, polishing residue, etc.
 - c. Desalting Kits – seawater desalting kits.
 - d. Decorations, badges, service awards, medals, ribbons, distinctive buttons and other insignia.
 - e. Film and photographic paper. NOTE: for exposed film and/or pictures see “on its own” requirement as described in “f” below.
 - f. Exposes (used) X-ray negatives. NOTE: Exposed (used) X-ray film must be turned in to the DRMO on its own, i.e., without paper envelopes, packing material and/or other contamination. These negatives will be burned on their own to maximize the amount of film ash recovered. It is recommended that units use clear plastic bags to collect this film.
 - g. Silver recovery.
 - h. Silver service presentations and like items.
 - i. Spark plugs and magneto breaker assemblies.
 - j. Trophies and relics.

- k. Gold filled sunglasses/frames. NOTE: Silver colored sunglasses do not have any precious metal in their frames.
6. Certain scrap may not be readily identifiable as containing precious metals. The following material is listed as an aid in identification/processing:
- a. Classified Material. Classified film and other classified materials bearing precious metals will not be accepted by the DRMO unless material meets service declassification criteria and statements by generating activity so indicate. However, the residue resulting from declassification will be accepted by the DRMO,
 - b. Aircraft Structure Components Containing Precious Metals. Some aircraft components honeycomb design as F-4 series (Phantom) aircraft stabilizers and C-141 Aircraft frame cone assemblies, contain recoverable silver (silver bearing).
 - c. Electronic Scrap. Electronic scrap that has been identified as a cost-effective candidate for precious metals recovery will be segregated and reported under the appropriate SCL code.
 - d. Other Precious Metals Bearing Scrap. Many items contain economically recoverable precious metals. Often, these precious metals are not externally visible. It is requested that users of an item containing concealed precious metals write any available information about the presence, type, and location of the precious metals in the "REMARKS" block of the DD Form 1348-1A. Even the words "PRECIOUS METALS" written on the DTID will give us an indication that the item should be processed by the DRMO for possible precious metals recovery.
7. Questions concerning procedures and/or determinations should be directed to Precious Metals Recover Monitor at DRMO Molesworth on DSN 268-2643 or commercial 01480-842643.

ENCLOSURE 17

SUBJECT: DoD Sale of Recyclable Material Program

TO: DoD Activities Within the United Kingdom

1. This program is for scrap turn-ins only. Stock numbered items turned-in to the DRMO and subsequently downgraded to scrap are not reimbursable.
2. Individuals who purposely destroy Government property (reduce usable property to scrap) for the purpose of being reimbursed may be subject to adverse actions under the fraud/waste/abuse program.
3. Air Force communities wishing reimbursement on recyclable materials must provide the name, title, organization, installation/military community and phone number of the Qualifying Recycling Program Manager to DRMO Molesworth, ATTN: Distribution Section.
4. Air Force communities must have a "Qualifying Recycling Program", defined as organized operations that require concerted efforts to divert or to recover scrap or waste from waste streams, as well as efforts to identify, segregate and maintain the integrity the recyclable material in order to maintain or enhance the marketability of the materials.
5. Only properly segregated scrap with properly prepared disposal turn-in documents (DTID's) will result in reimbursement to Air Force installations. In this regard a sample document plus scrap codes is provided as enclosures 6 and 7. Also listed are those commodities for which the DRMO feels there is little or no sales potential.
6. It is anticipated that a single point of contact at each base (the Qualifying Recycling Program Manager) will be required to ensure sufficient property segregation and document preparation in order to make the program work.
7. Conceptually, it is envisioned that one or perhaps two truck loads of qualifying recyclable material from each base will be delivered to the DRMO monthly to meet all the requirements of the program and be processed for ultimate return of proceeds to participating bases, periodically throughout the year.
8. Segregation of scrap material at the source is absolutely necessary for the program to succeed. Any DRMO sale operates under a "GUARANTEED DESCRIPTIONS" clause. This means if the DRMO advertises 10,000 kg of STAINLESS STEEL SCRAP, that the material sold to the contractor must be STAINLESS STEEL, and not ALUMINUM, LIGHT STEEL or mixed with BRASS or LEAD or other commodities. Therefore each base with the recycling program will have to expand man-hours and equipment to ensure proper segregation of recyclable material, and subsequent reimbursement of sales proceeds. In short, no pain, no gain.
9. Potential problem areas anticipated are:
 - Improper segregation of scrap recyclable material resulting in trucks being returned to host bases for re-sorting.
 - Incomplete/improper documentation.
 - Lack of cooperation/implementation of requirements by base activities supported by the Chief of Supply Office.
 - Rotating personnel and ongoing efforts to keep base supply customers informed of program requirements.

10. The DRMO stands ready to continually update its guidance to 3AF units in regard to this program. DRMO Personnel are prepared to visit 3AF bases to present the source segregation slide show (35 mm slide presentation) upon request. If a base desires to accumulate a large volume of "nonsaleable" material in an attempt to create a viable sales market, the DRMO will provide a marketing service. As with any program, the success of the DoD recyclable materials rests largely on all base activities working and communicating with the DRMO in ensuring all program requirements are met.

